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Executive Registry

77-5693/1

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9 SEP 1977

MEMORANDUM FOR: Director of Central Intelligence

FROM   : F. W. M. Janney
                     Director of Personnel

SUBJECT   : Applicant Recruitment, Selection and
                     Processing — a Timetable

1. **Action Requested:** None. This memorandum responds to your request for information about the time it takes to recruit, select and process a professional applicant for Agency employment.

2. **Background:** Hiring a new employee for the Agency is normally undertaken in three sequential phases:

    (a) Securing an application and making the decision to hire a candidate.

    (b) Accomplishing the necessary medical and security clearances.

    (c) Establishing an EOD date.

PHASE A

   Applications for employment in the Agency arrive through several channels: recruiter contact; the walk-in who comes through the Washington Area Recruitment Office; the write-in; special referrals from Congressmen, Senators, the White House, and senior government and Agency officials, and employee referrals. After the completed application is received, it is referred to offices having vacancies which require the academic training and experience of the applicant. Interested offices then review the file and the test results and interview the applicant.

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PHASE B

Once the decision to hire has been made, the processing phase begins. The applicant is medically evaluated and is subject to a background investigation and polygraph interview. Additional testing and evaluation is also completed during this period.

PHASE C

After the processing is satisfactorily completed and the Agency is able to make a firm offer of employment to an applicant, an EOD date must be established. In most cases this depends upon the applicant who must give notice to a current employer or wait for gradua- tion from school before moving to Washington. In other cases, the Agency delays EOD pending the beginning of a class (as in the case of Career Trainees, Security Investigators, or Communicators) or because of ceiling problems.

3. Time Table

Phase A: The amount of time it takes to secure an application depends largely on how long it takes the candidate to complete the forms, but averages about 30 days. In the last two years, we have reduced the decision-making time from 70 to 45 days.

Phase B: Medical and security processing is presently averaging 66 days.

Phase C: From clearance date to EOD date averages 55 days, with most of the delay caused by the applicant.

Overall: From receipt of an application to EOD averages 5.5 months. This compares favorably with the rest of the Federal government even though most other agencies do not do the extensive medical and security processing we require.

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3. Applications you refer receive expedite handling. If such an application may be of interest to more than one directorate, it is reproduced and sent to each directorate with a suspense date of seven calendar days. When an early EOD is required, the medical and security processing can also be expedited.
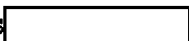
F. W. M. Janney

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